

**CITY OF KINGMAN  
TOURISM DEVELOPMENT COMMISSION  
City Council Chambers  
310 N. 4<sup>th</sup> Street - Kingman, Arizona**

**7:30 a.m.**

**Regular Meeting Minutes**

**Thursday February 4, 2016**

<b>Commissioners Present:</b>	<b>Staff:</b>	<b>Visitors Signing In:</b>
Thomas Spear, Vice-Chair	Gary Jeppson, Staff Liaison	See Attached
Jan Davis, Commissioner	Tina Moline, Finance Director	
Theresa Evans, Commissioner	Burley Hambrick, Project Manager	
Angela Patterson, Commissioner	Sandi Fellows, Recording Secretary	
Harley Pettit, Commissioner		
Herberta Schroeder, Commissioner		
Jen Miles, Council Liaison		

**REGULAR MEETING MINUTES**

**CALL TO ORDER AND ROLL CALL:** Vice-Chair Spear called the meeting to order at 7:30 A.M., and the Recording Secretary called the roll. All Commission members were present, with the exception of Chair Burge, who was excused.

**1. APPROVAL OF MINUTES:** The Regular Meeting Minutes of January 7, 2016.

Vice-Chair Spear noted a minor correction that he requested be made regarding the Minutes of January 7, 2016. Commissioner Evans made a motion to **APPROVE** the Regular Meeting Minutes of January 7, 2016, with the correction as noted. The motion was **SECONDED** by Commissioner Pettit, and the motion **CARRIED** with **UNANIMOUS (6-0) APPROVAL**.

**2. CONSIDERATION OF PUBLIC COMMENTS:**

There were no comments.

**3. OLD BUSINESS**

**A. REVIEW AND ACCEPTANCE OF QUARTERLY TOURISM REPORT:** Josh Noble, president and CEO for the Kingman Visitor Center, addressed the Commission and presented the activities and marketing reports for the Visitor Center for October, November and December 2015. Mr. Noble stated that 2015 was the second busiest year for the Power House, with bus visits increasing by 100 percent. Hotel revenue is up 15 percent from last year, and occupancy of Kingman hotel rooms is up 62 percent. Mr. Noble acknowledged that the current website is not mobile reactive, but they have a company already working on creating a more dynamic website, which should be completed within the next two months. The Visitor Center hosted the Route 66 Motor Tour at the Powerhouse, with approximately 70-80 participants, and other events in conjunction with the Arizona Office of Tourism. Mr. Noble went on to state that the Visitor Center is continuing to build their marketing strategy and reach different markets they feel would like to visit the area. Mr. Noble presented the Powerhouse Balance Sheet, Profit and Loss Budget Performance and year-to-date comparison forms stating that they are similar to the previous year.

Commissioner Schroeder made a MOTION to recommend APPROVAL of the third quarterly reimbursement of fiscal year 2015/2016 for the Kingman Visitor Center. The motion was SECONDED by Commissioner Pettit, and CARRIED with UNANIMOUS (6-0) APPROVAL.

**B. POWERHOUSE REHABILITATION PROJECT AND ROUTE 66 PEDESTRIAN CROSSING:**

Project Manager Burley Hambrick addressed the Commission stating that 100 percent of the plans and specs for the Powerhouse Rehabilitation Project have been submitted to the Arizona Department of Transportation for approval. Mr. Hambrick went on to state that ADOT will be administering construction of the project. There is a bid opening tentatively planned for March. ADOT would also like to set up a pre-bid conference at the Powerhouse in March to allow the bidding contractors to inspect the site and ask questions to get a better idea of the work required.

Mr. Hambrick noted that the Arizona Department of Transportation is also administering construction of the Route 66 Pedestrian Crossing. The project is currently being advertised, and the bid opening is scheduled for Friday, February 5, 2016.

Vice-Chair Spear acknowledged that the Commission members had received the updated diagrams for the proposed Pedestrian Crossing, and requested that Mr. Hambrick provide new Commissioner Jan Davis with a copy of the proposed modifications. Mr. Hambrick stated that he would.

Discussion only took place. No motions were made.

**4. NEW BUSINESS**

There is no New Business to report.

**5. ANNOUNCEMENTS BY COMMISSIONERS -**

There were no announcements.

Commissioner Pettit made a MOTION to adjourn. The motion was SECONDED by Commissioner Evans and CARRIED UNANIMOUSLY (6-0). Vice-Chair Spear declared the meeting adjourned at 7:43:27 A.M.

**6. ADJOURNMENT 7:43:27 AM**

APPROVED:

---

Tom Spear  
TDC Vice-Chairperson

STATE OF ARIZONA)  
COUNTY OF MOHAVE) ss:

CITY OF KINGMAN)

**CERTIFICATE OF TDC MINUTES**

I, Sandi Fellows, Recording Secretary of the City of Kingman, Arizona, hereby certify that the foregoing Minutes are a true and correct copy of the Regular Meeting Minutes of the Tourism Development Commission held on February 4, 2016.

Dated this 17<sup>th</sup> day of March 2016.